

RECEIVED  
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PUBLIC RECORDS  
2019 JUN 10 PM 2:48

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- Private Sponsor(s) (list all): **Woodrow Wilson International Center for Scholars**

**Travel date(s): 28 May 2019- 01 June 2019**

Name of accompanying family member (if any): N/A

**IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$1,094.30 round-trip flights and flight to Medellin, Colombia Passenger vans: \$66.37	Hotel Rosales: \$198.42 InterContinental: \$290.74	\$110.46	Wireless Headsets and translators: \$391.86

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	N/A	N/A	N/A	N/A

**See attached itinerary.**

6/10/2014  
(Date)

Yate Hunter  
(Printed name)

(Printed name of traveler)

*Karen*  
Signature

(Signature of traveler)

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

6/10/2017  
(Date)

(Date)

(Signature of Supervising Senator/Officer)

(Signature of Supervising Senator/Officer)



**Wilson Foreign Policy Fellowship Program**  
**2019 Congressional Staff Delegation to Colombia**  
*May 28, 2019 – June 1, 2019*

## PARTICIPANTS TRAVEL TO BOGOTÁ, COLOMBIA

2:45 PM	DEPART WASHINGTON DULLES – AVIANCA #247
7:24 PM	ARRIVE BOGOTA AIRPORT
8:45 PM	HOTEL CHECK-IN LOCATION: HOTEL ROSALES PLAZA CALLE 72 # 5-47, BOGOTÁ, CUNDINAMARCA, COLOMBIA

## OVERNIGHT: BOGOTÁ, COLOMBIA

**BOGOTÁ, COLOMBIA**

**FOCUS: PEACE PROCESS IMPLEMENTATION, VENEZUELAN MIGRATION, COUNTER-NARCOTICS**  
**ATTIRE: BUSINESS CASUAL (WEAR COMFORTABLE SHOES)**

8:00 AM	DEPARTURE FROM HOTEL – MEET IN LOBBY
8:00 – 8:45 AM	TRAVEL TO U.S. EMBASSY BOGOTÁ
8:45 – 9:00 AM	SECURITY POST I (BADGES) LOCATION: U.S. EMBASSY BOGOTÁ CL: 24 Bis #48-50
9:00 – 10:00 AM	CHARGÉ D'AFFAIRES GREETING AND COUNTRY OVERVIEW LOCATION: NEW YORK CONFERENCE ROOM TOPICS: PEACE IMPLEMENTATION BRIEFING (POL, USAID); COUNTER-NARCOTICS BRIEFING (INL, DEA, USAID); MIGRATION BRIEFING (POL, PRM, USAID)
10:00 – 10:20 AM	TRAVEL TO BUS TERMINAL SALITRE



- 10:20 – 11:15 AM **VISIT BUS TERMINAL SALITRE TO SEE UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR) MIGRANT REFERRAL CENTER AND INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM) TRANSPORTATION AND MEDICAL SERVICES, JOINED BY MAYOR'S OFFICE OFFICIALS**  
LOCATION: MODULO 5, LOCAL 124, SUPER CADE, DG. 23 #69A-55  
SITE OFFICER: PATRICIA AGUILO
- 11:15 AM – 12:00 PM **TRAVEL TO UNHCR**
- 12:00 – 1:30 PM **WORKING LUNCH WITH UNHCR, IOM, AND THE WORLD FOOD PROGRAM\***  
LOCATION: UNHCR, CALLE 71, #12-55  
POC: PRM  
(CATERING FOR 22 PEOPLE ARRANGED BY UNHCR AND PAID FOR BY WILSON CENTER)
- 1:30 – 2:00 PM **TRAVEL TO UN MISSION IN COLOMBIA**
- 2:00 – 3:00 PM **MEETING WITH RAUL ROSENDE, UN VERIFICATION MISSION\***  
LOCATION: UN MISSION IN COLOMBIA, CALLE 95 #13-35, TORRE B  
POC: ANDREW LEAHY, +57.310.242.0294
- 3:00 – 3:30 PM **TRAVEL TO USAID JUSTICE FOR SUSTAINABLE PEACE PROJECT OFFICE**
- 3:30 – 4:30 PM **MEETING WITH TRUTH COMMISSION AND MISSING PERSONS UNIT**  
LOCATION: USAID JUSTICE FOR SUSTAINABLE PEACE PROJECT OFFICE  
CRA. 7 #74-56, PISO 16  
SITE OFFICER: AMALIA ERASO, +57.320.458.9615
- 4:30 – 5:00 PM **TRAVEL TO HOTEL ROSALES PLAZA**
- 5:00 – 7:00 PM **NO PROGRAMMING**
- 7:00 – 9:00 PM **EVENING MEETING: JUAN FORERO AND/OR KEJAL VYAS (WALL STREET JOURNAL), ALFONSO CUÉLLAR (SEMANA), MARÍA VICTORIA LIORENTE (FUNDACIÓN IDEAS PARA LA PAZ); JUAN ESTEBAN LEWIN (LA SILLA VACIA)\***  
LOCATION: HOTEL ROSALES PLAZA
- 9:00 PM **END PROGRAMMING**

**OVERNIGHT: BOGOTÁ, COLOMBIA**



## **THURSDAY, MAY 30TH**

### **BOGOTÁ AND MEDELLIN, COLOMBIA**

#### **ATTIRE: BUSINESS**

- 8:00 AM – 9:15 AM **BREAKFAST IN HOTEL WITH NORWEGIAN REFUGEE COUNCIL.**  
LOCATION: HOTEL ROSALES PLAZA  
SITE OFFICER: WARD MILLER
- 9:30 – 10:30 AM **TRAVEL TO CASA DE NARIÑO**
- 10:30 – 11:30 AM **MEETING WITH FELIPE MUÑOZ, PRESIDENTIAL COUNSELOR FOR THE COLOMBIA-VENEZUELA BORDER\***  
LOCATION: CASA DE NARIÑO, CRA. 8 #7-26  
POC: JAMES MOSHER, +57.320.347.3010
- 11:30 AM – 12:30 PM **MEETING WITH EMILIO JOSE ARCHILA, HIGH COUNSELLOR, STABILIZATION\***  
LOCATION: CASA DE NARIÑO, CRA. 8 #7-26  
POC: EMILY WANN, +57.323.208.6759
- 12:30 PM **DEPARTURE TO BOGOTÁ AIRPORT**
- 1:15 PM **ARRIVAL AT THE AIRPORT (LUNCH ON OWN)**
- 2:10 PM **DEPARTURE FLIGHT - AVIANCA #9318 (BOG-MDE)**
- 3:30 PM **ARRIVAL IN MEDELLIN**
- 3:30 – 4:15 PM **TRAVEL TO INTERCONTINENTAL HOTEL**
- 4:15 PM **HOTEL CHECK-IN**  
LOCATION: INTERCONTINENTAL HOTEL  
CALLE 16, VARIANTE LAS PALMAS ##28-51
- 4:15 – 6:30 PM **NO PROGRAMMING**
- 6:30 – 8:30 PM **DINNER WITH PRO-ANTIOQUIA AND PRIVATE SECTOR MEMBERS**  
LOCATION: INTERCONTINENTAL HOTEL  
MODERATOR AND SITE OFFICER: NATHALIE RENAUD, +57.313.887.3493  
(PLATED DINNERS FOR 24 PEOPLE, SEATS FOR 23 PEOPLE)





Woodrow Wilson  
International  
Center  
for Scholars

8:30 PM

END PROGRAMMING

**OVERNIGHT: MEDELLIN, COLOMBIA**

## **FRIDAY, MAY 31ST**

### **MEDELLIN, COLOMBIA**

**FOCUS: PEACE IMPLEMENTATION AND VENEZUELAN MIGRATION**

**ATTIRE: CASUAL (WEAR COMFORTABLE SHOES)**

- 7:45 AM                      **DEPART HOTEL – MEET IN LOBBY**
- 7:45 – 8:30 AM              **TRAVEL TO HEALTH CLINIC**
- 8:30 – 9:30 AM              **HEALTH CLINIC**  
LOCATION: CRA. 84 # 33AA-159, BARRIO LAURELES LA CASTELLANA  
SITE OFFICER: RAJ MARWAHA, +1.202.227.8089
- 9:30 – 10:00 AM            **TRAVEL TO COMUNA 5 - BARRIO CASTILLA**
- 10:00 – 11:10 AM          **COMUNA 5 - BARRIO CASTILLA TO VISIT “LOCAL PEACE INITIATIVES:  
CONSTRUCTING SAFE AND RESILIENT COMMUNITIES” PROJECT**  
LOCATION: CARRERA 69C #92BB-58, BARRIO FRANCISCO ANTONIO ZEA  
(CASTILLA) ETAPA 4 – MEDELLÍN  
SITE OFFICER: CAMILA GOMEZ, +57.311.259.8892
- 11:10 – 11:30 AM          **TRAVEL TO BOTANICAL GARDEN**
- 11:30 AM – 12:45 PM **MEETING WITH FORMER CHILD SOLDIERS AND COLOMBIAN AGENCY  
FOR NORMALIZATION AND REINCORPORATION (ARN)**  
LOCATION: BOTANICAL GARDEN, CALLE 73 #51D14  
SITE OFFICER: SOL GAITAN, +57.320.829.0302;  
CAMILA GOMEZ, +57.311.259.8892
- 12:45 – 2:00 PM            **LUNCH**  
LOCATION: BOTANICAL GARDEN, CALLE 73 #51D14  
SITE OFFICER: FRANK SO, +57.321.490.0721
- 2:00 – 2:30 PM              **MEETING WITH U.N. OFFICE OF THE HIGH COMMISSION FOR HUMAN  
RIGHTS (UNOHCHR) REGIONAL REPRESENTATIVE**  
LOCATION: BOTANICAL GARDEN, CALLE 73 #51D14  
SITE OFFICER: SOL GAITAN, +57.320.829.0302

AGENDA DATE: May 24, 2019

\* Indicates meeting organized by the Wilson Center directly



Woodrow Wilson  
International  
Center  
for Scholars

- 2:30 – 3:30 PM      **MEETING WITH HUMAN RIGHTS DEFENDERS**  
LOCATION: BOTANICAL GARDEN, CALLE 73 #51D14  
SITE OFFICER: SOL GAITAN, +57.320.829.0302
- 3:30 – 4:00 PM      **TRAVEL TO CASA HOGAR SER FELIZ SAS**
- 4:00 – 5:00 PM      **MEETING WITH UNHCR AND RED CROSS**  
LOCATION: CASA HOGAR SER FELIZ SAS: CARRERA 47 #63-36, PRADO  
CENTRO  
SITE OFFICER: PRM OR FRANK SO, +57.321.490.0721
- 5:00 – 5:30 PM      **TRAVEL TO INTERCONTINENTAL HOTEL**
- 5:30 PM              **END PROGRAMMING – DINNER ON OWN**

***OVERNIGHT: MEDELLIN, COLOMBIA***

## **SATURDAY, JUNE 1ST**

### **MEDELLIN, COLOMBIA**

#### **PARTICIPANTS TRAVEL TO WASHINGTON, DC**

**ATTIRE: CASUAL**

- 10:30AM              **DEPART HOTEL – MEET IN LOBBY**
- 10:30 – 11:00 AM    **TRAVEL TO COLVENZ**
- 11:00 AM– 12:00 PM **MEETING WITH COLVENZ (VENEZUELAN-RUN AND FOCUSED NGO)**  
LOCATION: COLVENZ, CRA. 45D #57-12  
SITE OFFICER: FRANK SO, +57.321.490.0721
- 12:00 PM              **TRAVEL TO MEDELLIN AIRPORT (LUNCH ON OWN)**
- 3:09 PM              **DEPART MEDELLIN AIRPORT – AMERICAN AIRLINES #1128**
- 7:45 PM              **ARRIVE MIAMI AIRPORT**
- 9:43 PM              **DEPART MIAMI AIRPORT – AMERICAN AIRLINES #2362**
- 12:15 AM             **ARRIVE REAGAN NATIONAL AIRPORT**

AGENDA DATE: May 24, 2019

\* Indicates meeting organized by the Wilson Center directly



**Title:** Legislative Correspondent, Office of Senator Ben Cardin

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# EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

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**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Kate Hunter

Employing Office/Committee: Senator Johnny Isakson

Private Sponsor(s) (list all): Woodrow Wilson International Center for Scholars

Travel date(s): May 28, 2019 to June 1, 2019

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Bogotá, Colombia; Medellin, Colombia

Explain how this trip is specifically connected to the traveler's official or representational duties:

As Senator Isakson's foreign policy staffer, this trip will give me an opportunity to examine the ongoing Venezuelan refugee crisis and the current status of our diplomatic corps in the region. This will help me to appropriately assist the Senator in his work for the Senate Foreign Relations Committee and his role as Chairman of the Subcommittee on State Department and USAID Management.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

4/24/2019  
(Date)

Karin Hunter  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Johnny Isakson hereby authorize Kate Hunter  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

4/24/2019  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)



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## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Woodrow Wilson International Center for Scholars
2. Description of the trip: Wilson Center Foreign Policy Fellowship Program Alumni trip focusing on the current Venezuelan refugee crisis, counter-narcotics and peace process implementation.
3. Dates of travel: Tuesday, May 28th to Saturday, June 1st, 2019
4. Place of travel: Bogotá, Colombia; Medellin, Colombia
5. Name and title of Senate invitees: See attached list.
6. I certify that the trip fits one of the following categories:
  - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
  - OR
  - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
  - AND
  - ☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
  - AND
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

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☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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This trip is organized by the Wilson Center, a trust instrumentality of the US government that was chartered by Congress. The Carnegie Corporation provides funding to Foreign Policy Fellowship Program but played no role in selecting participants, destination or itinerary. USAID assisted with the itinerary.

See attached sheet.

See attached sheet.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

**See attached sheet.**

**16. Total Expenses for Each Participant:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$1,200 per person for round-trip in coach air flights  \$865 for armored van (recommended by Dept of State) for transportation to and from site visits	\$528 total for 4 nights	\$447 total for 5 days.	\$383 for translators and wireless headsets.

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

**This trip was organized specifically with regard to congressional participation.**

**18. Reason for selecting the location of the event or trip**

**See attached sheet.**

19. Name and location of hotel or other lodging facility:

**Rosales Plaza Hotel, Cl. 72 #5-47, Bogotá, Cundinamarca, Colombia**

**The Charlee Hotel, Cl. 9a ###37-16, Medellín, Antioquia, Colombia**

20. Reason(s) for selecting hotel or other lodging facility:

**These hotels were selected because of their central location and proximity to many of our site visits.**

**Prices within the per diem rate.**

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily expenses are less than or equal to the maximum set for official Federal Government Travel by the  
GSA.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will be traveling coach class by commercial air. In Bogota and Medellin, participants will travel to and from locations in an armored van on 5/28, 5/29, 5/30, 5/31 and 6/1.

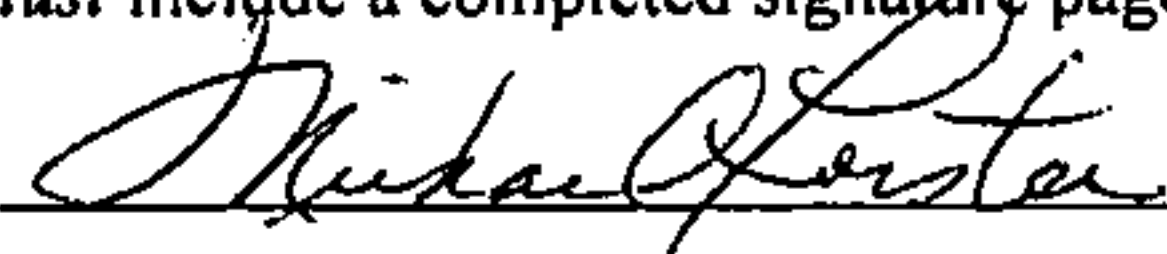
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:



Name and Title: Michael Forster, Chief Operating Officer

Name of Organization: Woodrow Wilson International Center for Scholars

Address: 1300 Pennsylvania Ave, NW, Washington, DC 20004

Telephone Number: 202.691.4366

Fax Number:

E-mail Address: michael.forster@wilsoncenter.org





Woodrow Wilson  
International  
Center  
for Scholars

**Wilson Foreign Policy Fellowship Program  
2019 Congressional Staff Delegation to Colombia  
*May 28, 2019 – June 1, 2019***

**TUESDAY, MAY 28TH**

**PARTICIPANTS TRAVEL TO BOGOTÁ, COLOMBIA**

2:45 PM                      **DEPART WASHINGTON DULLES – AVIANCA #247**

7:24 PM                      **ARRIVE BOGOTA AIRPORT**

8:45PM                      **HOTEL CHECK-IN**  
LOCATION: HOTEL ROSALES PLAZA  
CALLE 72 # 5-47, BOGOTÁ, CUNDINAMARCA, COLOMBIA

***OVERNIGHT: BOGOTÁ, COLOMBIA***

**WEDNESDAY, MAY 29TH**

**BOGOTÁ, COLOMBIA**

**FOCUS: COUNTER-NARCOTICS, PEACE PROCESS IMPLEMENTATION, VENEZUELAN REFUGEES**

8:15 AM                      **DEPARTURE FROM HOTEL – MEET IN LOBBY**

8:15 – 8:50 AM              **TRAVEL TO US EMBASSY**

8:50 – 9:00 AM              **SECURITY POST I (BADGES)**  
LOCATION: U.S. EMBASSY  
AVENIDA CALLE 26, BOGOTÁ, COLOMBIA

9:00 – 11:00 AM              **MEETING WITH CONSOLIDATED EMBASSY COUNTRY TEAM**  
FOCUS: DEA-COUNTER NARCOTICS, ECON, AID

11:00 AM – 12:00 PM      **TRAVEL TO HOTEL ROSALES PLAZA**

00000000002472

12:00 -1:30 PM      **MEETING WITH UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES, INTERNATIONAL ORGANIZATION FOR MIGRATION AND THE WORLD FOOD PROGRAM**  
LOCATION: HOTEL ROSALES PLAZA  
FOCUS: THE VENEZUELA RESPONSE

1:30 – 2:00 PM      **TRAVEL TO UN MISSION IN COLOMBIA**

2:00 – 3:00 PM      **MEETING WITH CARLOS MASSIEU, *UN VERIFICATION MISSION***  
LOCATION: UN MISSION IN COLOMBIA  
CL. 95 #13-35 PL. 4

3:00 – 3:30 PM      **TRAVEL TO PALACIO NARIÑO**

3:30 – 4:30 PM      **MEETING WITH EMILIO JOSE ARCHILA, *HIGH COUNSELLOR, POST CONFLICT***  
LOCATION: PALACIO NARIÑO  
CRA 8 #7-26

4:30 – 5:45 PM      **TRAVEL TO HOTEL ROSALES PLAZA**

5:45 – 7:00 PM      **NO PROGRAMMING**

7:00 – 8:00 PM      **EVENING MEETING WITH LEADING JOURNALISTS: JUAN FORERO (WALL STREET JOURNAL, NICHOLAS CASEY (NEW YORK TIMES), JOHN OTIS (NPR), JUANITA LEON (LA SILLA VACIA)**  
LOCATION: HOTEL ROSALES PLAZA

8:00 PM              **END PROGRAMMING**

***OVERNIGHT: BOGOTÁ, COLOMBIA***

**THURSDAY, MAY 30TH**

**BOGOTÁ, COLOMBIA AND MEDELLIN, COLOMBIA**

8:00 AM              **DEPART HOTEL – MEET IN LOBBY**

8:00 – 8:30 AM      **TRAVEL TO FOREIGN MINISTRY**

8:30 – 10:00 AM    **MEETING WITH CARLOS TRUJILLO, FOREIGN MINISTER, FELIPE MUNOZ, AND VICTOR BAUTISTA**  
LOCATION: FOREIGN MINISTRY  
PALACE OF SAN CARLOS: CALLE 10 # 5-51 BOGOTÁ DC, COLOMBIA

10:00 – 10:30 AM **TRAVEL TO NRC COLOMBIA**  
LOCATION: CARRERA 9 #81A-26, PISO 8, BOGOTA,

10:30 – 12:30 PM **MEETING WITH NRC COLOMBIA**

12:30 PM **DEPARTURE TO BOGOTÁ AIRPORT**

2:10 PM **DEPARTURE FLIGHT - AVIANCA #9318 (BOG-MDE)**

3:30 PM **ARRIVAL IN MEDELLIN**

3:30 – 4:15 PM **TRAVEL TO THE CHARLEE HOTEL**

4:15 PM **HOTEL CHECK-IN**  
LOCATION: THE CHARLEE HOTEL  
CL. 9A ###37-16, MEDELLIN, ANTIOQUIA, COLOMBIA

4:15 – 6:30 PM **NO PROGRAMMING**

6:30- 8:30 PM **DINNER WITH MAYOR FEDERICO GUTIERREZ**  
LOCATION: THE CHARLEE HOTEL

8:30 PM **END PROGRAMMING**

***OVERNIGHT: MEDELLIN, COLOMBIA***

**FRIDAY, MAY 31ST**

**MEDELLIN, COLOMBIA**

**FOCUS: RURAL DEVELOPMENT AND VENEZUELAN REFUGEES**

8:40 AM **DEPART HOTEL – MEET IN LOBBY**

8:40 – 9:00 AM **TRAVEL TO ATANSIO GIRADOT SPORTS COMPLEX**

9:00 – 10:30 AM **MEETING WITH STAFF OF MEDELLIN MAYOR**  
LOCATION: ATANASIO GIRARDOT SPORTS COMPLEX  
CRA. 74 #48010, MEDELLIN, ANTIOQUIA  
FOCUS: TOUR OF “MAS DE 90 MINUTOS”, VIOLENCE PREVENTION ACTIVITY  
WITH YOUTH

10:30 – 10:45 AM **TRAVEL TO ARN**

10:45 AM – 12:00 PM **MEETING WITH ANDRES STAPPER, ARN REPRESENTATIVE**  
LOCATION: ARN  
Carrera 64C # 72-58 Tránsito Barrio Caribe

12:00 – 12:15PM **TRAVEL TO MONDONGOS**

12:15 – 1:15PM **LUNCH**  
LOCATION: MONDONGO'S  
CL. 10 ##38-38, MEDELLÍN, ANTIOQUIA, COLOMBIA

1:15 – 1:30 PM **TRAVEL TO ORO LEGAL**

1:30 – 2:00 PM **MEETING WITH ORO LEGAL: PETER DOYLE, CHIEF OF PARTY**  
LOCATION: ORO LEGAL  
CARRERA 10 No. 97A – 13 TORRE A – PISO 6; EDIFICIO BOGOTA TRADE CENTER  
FOCUS: ILLEGAL MINING

2:00 – 3:00 PM **MUJERES DE ORO: GDA – ALLIANCE WITH JAIME ARTIAGA & ASOCIADOS AND MINEROS, SA; JULIAN VASQUEZ, COP.**  
LOCATION: JAIME ARTIAGA & ASOCIADOS  
CARRERA 48 #20-34 CENTRO EMPRESARIAL, MEDELLIN, ANTIOQUIA  
FOCUS: MINING & WOMEN'S EMPOWERMENT

3:00 – 3:30 PM **TRAVEL TO PROANTIOQUIA**

3:30 – 4:30 PM **MEETING WITH RAFAEL AUBAD, PRESIDENT OF PROANTIOQUIA**  
LOCATION: PROANTIOQUIA: CARRERA 43 A NRO. 1 – 50 COMPLEJO SAN FERNANDO PLAZATORRE 1, PISO 12  
FOCUS: SUSTAINABLE DEVELOPMENT

4:30 – 5:00 PM **TRAVEL TO RED CROSS**

5:00 – 6:00 PM **MEETING WITH RED CROSS, DR. OLGA BEATRIZ KARLEZ**  
LOCATION: CRUZ ROJA MEDELLIN  
A 25-447, CRA. 50 #25-329, MEDELLIN, ANTIOQUIA

6:00 – 6:15 PM **TRAVEL TO THE CHARLEE HOTEL**

6:15 PM **END OF PROGRAMMING – PARTICIPANTS TO ACQUIRE DINNER BY THEIR OWN MEANS**

**OVERNIGHT: MEDELLIN, COLOMBIA**

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**SATURDAY, JUNE 1ST**

**MEDELLIN COLOMBIA**

**PARTICIPANTS TRAVEL TO WASHINGTON, DC**

9:00 AM	DEPART HOTEL – MEET IN LOBBY
9:00 – 10:00 AM	TRAVEL TO COLVEN
10:00 AM – 12:00 PM	MEETING WITH COLVEN (NGO), CHURCH GROUP, ARLES PAREDA, PRESIDENT LOCATION: COLVEN
12:00 PM	TRAVEL TO MEDELLIN AIRPORT
3:09 PM	DEPART MEDELLIN AIRPORT – AMERICAN AIRLINES #1128
7:45 PM	ARRIVE MIAMI AIRPORT
9:43 PM	DEPART MIAMI AIRPORT – AMERICAN AIRLINES #2362
12:15 AM	ARRIVE REAGAN NATIONAL AIRPORT

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# Wilson Center

**List of Invitees | Wilson Foreign Policy Fellowship Program Trip to Colombia  
May/ June 2019 | United States Senate**

**Name:** Loully Saney

**Title:** Deputy Press Secretary, Office of Senator Tim Kaine

**Name:** Kate Hunter

**Title:** Legislative Assistant, Office of Senator Johnny Isakson

**Name:** Katherine Close

**Title:** Legislative Correspondent, Office of Senator Ben Cardin

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**Woodrow Wilson International Center for Scholars  
Foreign Policy Fellowship Program  
Private Sponsor Travel Certification Form – Pre Trip -Additional Responses**

**13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:**

The Wilson Foreign Policy Fellowship Program aims to educate Congressional staffers on foreign policy issues critical to U.S. national security, as well as to foster bipartisan working relationships. The Wilson Center is a Trust Instrumentality of the US government and was established by an Act of Congress in 1968. The trip supplements the work of the program's six-week seminar series, providing fellows with an opportunity to gain first-hand understanding of some of the policy challenges and opportunities discussed in the seminars. The focus for this trip is to study the impact and policy implications of the current Venezuelan refugee crisis, counter-narcotics and peace process implementation.

**14. Briefly describe each sponsor's prior history of sponsoring congressional trips:**

The Woodrow Wilson Center has organized multiple prior congressional trips: a staff delegation for fellowship alumni to Mexico, focusing on border security and the U.S.-Mexico bilateral relationship; a staff trip to Canada focusing on US-Canadian relations, security, trade and natural resources; four staff trips to New York City focusing on homeland security, a staff trip in 2016 to Colombia to focus on the FARC negotiations, a staff trip to Ireland focusing on international cybersecurity policies; and a staff trip to Europe (Paris, Brussels and Berlin) to focus on the European legislative process, NATO and partner delegations. The Wilson Center also sponsored multiple congressional trips through its Wilson Center on the Hill (WCOH) Program, which ended in December 2011. WCOH was a nonpartisan forum that focused on current issues related to international trade and security, sustainable development, and globalization. In its three years of existence, WCOH led two Member trips and two staff trips.

**15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):**

The Wilson Center is the official memorial to President Woodrow Wilson. In addition to carrying out public meetings and events, the Center hosts preeminent scholars and experts from around the globe who are researching topics of national and international relevance. The Center also welcomes school groups (both high school and college students) from all over the United States and the world to explore the Wilson Center and its Presidential Memorial Exhibition and Learning Center. A list of recent programs can be found on the Center's website at [www.wilsoncenter.org](http://www.wilsoncenter.org).

**18. Reason for selecting the location of the event or trip.**

Colombia was selected as the destination for this trip in order to study the current Venezuelan refugee crisis that is occurring across the border. Our meetings will focus on the response of the Colombian government in dealing with the refugee crisis through meetings with the United Nations, Human Rights groups and the World Food Program. Additionally, we selected this trip for Colombia's role in counter-narcotics and implementing the nation's peace process with the FARC.

RECEIVED  
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United States Senate 2019 JUN 10 PM 2:47

SELECT COMMITTEE ON ETHICS

May 22, 2019

Kate Hunter  
Office of Senator Johnny Isakson  
United States Senate  
Washington, DC 20510

Dear Ms. Hunter:

This responds to your recent correspondence concerning an invitation you received to travel on a fact-finding trip to Bogotá and Medellín, Colombia on May 28-June 1, 2019, sponsored by The Woodrow Wilson International Center for Scholars (Wilson Center). The Wilson Center certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*<sup>1</sup> related to the travel and that it is neither a lobbyist, nor lobbying firm, nor agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. The Wilson Center has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist or agent of a foreign principal will accompany you at *any point throughout your trip*.<sup>2</sup>

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, the Wilson Center is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel*

<sup>1</sup> The term “necessary expenses” has a specific definition. See *Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

<sup>2</sup> The term “any point throughout your trip” has a specific definition. See *Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2.

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United States Senate

## SELECT COMMITTEE ON ETHICS

### **Employee Privately-Sponsored Travel Checklist**

Employees must submit their completed Pre-Travel Authorization Package to the Select Committee on Ethics (the Committee) **at least 30 days** prior to the travel departure date. Incomplete Pre-Travel Authorization Packages and Packages submitted later than 30 days prior to the travel departure date will not be considered or approved. All of the forms and materials listed below are available as fillable PDFs on the Committee's website at <http://www.ethics.senate.gov>.

## Pre-Travel Authorization

**Prior to Submitting a Pre-Travel Authorization Package to the Committee**

- ☐ Review Senate Rules and the Committee's Privately-Sponsored Travel Guidelines on the Committee's website.
  - ☐ Ensure your supervising Senator or Officer (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain) has determined the expenses for the trip are necessary and reasonable.
  - ☐ Ensure your supervising Senator or Officer has certified the proposed travel is connected to your official duties and will not create any appearance of a public office being used for private gain.

**At Least 30 Days Prior to Travel: Submit Completed Pre-Travel Authorization Package**

*File with the Select Committee on Ethics in SH-220*

- ☐ Complete Employee Pre-Travel Authorization Form (Form RE-1)
  - ☐ Ensure this form is typed and that all of the fields are completed.
  - ☐ Ensure your supervising Senator or Officer has signed this form.
  - ☐ Personally sign this form.
- ☐ Ensure Pre-Travel Authorization Package is complete. A complete Package includes:
  - ☐ Form RE-1
  - ☐ Private sponsor invitation (the formal invitation, letter or e-mail you received from the private sponsor).
  - ☐ Completed and signed Private Sponsor Travel Certification Form (4 page form that includes detailed information about the trip).
  - ☐ All attachments to the Private Sponsor Travel Certification Form
    - ☐ Complete and final itinerary
    - ☐ List of Senate invitees
    - ☐ Any other necessary attachments
- ☐ Retain a copy of your complete Pre-Travel Authorization Package for inclusion in your required post-travel disclosure.

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